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Library Trustee Minutes 8/17/10

Robbins Library Board of Trustees
Minutes of the Meeting
August 17, 2010

Call to Order

Chairman Kathryn Gandek-Tighe called the meeting to order at 7:20 p.m. Attending were trustees, Heather Calvin, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy and Joyce Radochia. Katherine Fennelly was absent. Also attending were the Library Director, Maryellen Loud, and Assistant Director, Susan Priver.

Approval of Minutes

Upon a motion by Mr. Murphy with a second by Ms. Radochia, the Board approved the minutes of the meeting of June 15, 2010.

Communications

Pam Watts-Flavin wrote a note to thank the trustees for financially supporting her trip to ALA in Washington DC in June 2010.

Ann Honeycutt, the book discussion group leader, shared with the trustees that a few members of the book discussion group are non-native English speakers who are enjoying reading full length materials in English.

A user of the large type print collection suggested that it needs additional lighting.

Please refer to the open meeting law materials sent from Town Council, Juliana Rice.

Ms. Loud asked the board to look at the Robbins Library Customer Satisfaction Survey to potentially have further discussion at the September meeting.

Community Time

No members of the community were present.

Director's Report

Trustees read the June & July Director's Reports.

Ms. Priver described the Netbook circulation policy of 2 hour circulation that can be used within the library.

Mr. Murphy described the Statewide Summer Reading program with the Bruins.

Ms. Loud described the murals that were painted on the outside of the Fox Branch Library and the follow up discussions with the painter.

Ms. Loud explained the changing of personnel assignments within the Children's and Young Adult Departments. Emily Canniff asked to change from full-time to part-time. Rebecca Meehan changed from part-time to full-time and added Young Adult services to her position.

Town Day Booth

Town Day is September 25th, 10am-3pm. Ms. Loud asked for volunteers to be at the booth during 2 hour shifts. The following trustees volunteered.

9-11 Ms. Kennedy-Pfister

11-1 Ms. Gandek-Tighe

1-3pm Mr. Murphy

Approval of FY 2011 Trustee Goals

The board discussed the FY 2010 Trustee goals and made some changes to them for FY 2011. Ms. Radochia presented a motion to accept the FY 2011 as amended. Ms. Muldoon seconded the motion. The motion was unanimously approved.

Report of FY 2010 Russell Fund Expenditures and Approval of FY 2011 Allocations

Labor costs exceeded the budget for FY2010, but the overall budget was spent as allocated.

Ms. Muldoon presented a motion to accept an amended FY 2011 budget totaling \$32,939; Mr. Murphy seconded the motion. The motion passed unanimously.

Review of Potential Funding Requirements/Strategic Plan

Ms. Loud presented potential areas that may require additional funds throughout the next fiscal year.

The following items may require funding:

Marketing Plan

Teen Physical floor and 1st floor space allocation study

Open shelving for self-service holds

Lighting

Shelving replacement—paperbacks, etc

Exterior signage to denote the library building more prominently on Mass. Ave.

Report of FY 2010 Trust Fund Expenditures and Approval of FY 2011 Allocations

The board reviewed the library trust fund expenditures for FY2010 as of 8/16/2010.

Ms. Muldoon described the proposed budget for FY11 in regard to the budget requests from library staff. The proposed budget funds all of the requests submitted for a total budget of \$48,950.

Ms. Calvin presented a motion to approve the trust fund FY 2011 budget of \$41,605 with a carryover of \$7345 totaling \$48,950; Ms. Radochia seconded the motion. The motion passed unanimously.

Fundraising and Schedule of Sunday Openings

Sundays are fully funded for Oct-May.

Ms. Loud asked the trustees to consider closing the library on Sunday December 26th. After a short discussion, Mr. Murphy presented a motion to close the library Sunday December 26, 2010; Ms. Gandek-Tighe seconded the motion. The motion passed unanimously.

Ms. Loud thanked Ms. Kennedy-Pfister for gathering together all of the Library Foundation documentation.

Diane Gordon is gathering a focus group of high tech minded people to discover how they may be interested in supporting the library.

Ms. Kennedy-Pfister has reviewed the ethics decision about having a library trustee on the Library Foundation Board. She will continue to review this matter due to the complications in fundraising.

FY 2010 Russell Fund Report

The Board looked at the report and commented that the report written by Liza Halley is outstanding.

Community Read

Ms. Loud is working with the author's publicist to schedule the author event for this program.

Friends of Robbins Update

The Friends are working on their book sale for Town Day and scheduling programs for next calendar year.

Date of Next Meeting

The next meeting will be September 14, 2010.

Adjournment

The meeting adjourned at 9:40 p.m.

Respectfully submitted,

Susan Priver
Assistant Director

Handouts:

- Robbins Library Board of Trustees Goals and Objectives FY 2010
- Interdepartmental Memorandum from Juliana Rice, Town Council
- re: Implementation of New Open Meeting Law – Posting Notices
- June 2010 and July 2010 Director's Reports
- Anne A. Russell Children's Educational and Cultural Enrichment Fund (FY 2010) Budget
- Anne A. Russell Children's Educational and Cultural Enrichment Fund Proposed FY 2011 Budget
- FY 2010 Anne A. Russell Children's Educational and Cultural Enrichment Fund Annual Report
- FY 2010 Library Trust Fund Budget
- Proposed FY 2011 Library Trust Fund Budget

- Staff requests for funds from the Library Trust Funds
- Robbins Library Customer Satisfaction Survey Results Compilation